



Department of Procurement Services
 PCard Budget Code Addition Request

This Budget Code Addition Request Form should be used to request additional budget codes be added to an established PCard account. Do not use this form when applying for a new PCard. The application form contains a field for budget codes.

Request Date: _____

PCard Last 4 Digits: _____

Grant related budgets and Ledger budgets use additional requirements frequently tied to grants. If a budget code is added to a card, the cardholder must have signature authority for a code to be added to a card account.

To ensure budgets can be appropriately managed, Cardholders must have signature authority for a code to be added to a card account.

Is the Cardholder on the current Signature Authority List as having at least "pcard only" authority to make expenditures against this budget code?

Yes

No - Stop.

If Cardholder does not have signature authority, the budget code cannot be added to the card.

U7 0 Td (g)TS dcd82C (S d e)-9.1.3[d.1.7 0 ((U 7 d.0 11 (0 8 (to) 8 1 (U 7) 27.0 2 8 5-7.2 17 (U 7 (S d e) F M C S

list

Signature of Cardholder & Date _____

Department: _____

Cardholder Name (printed): _____

Budget Code(s) Requested for Addition to PCard: _____

PCard Approver name (printed): _____

Signature of Approver/Reviewer & Date _____

PA Notes:

Please e-mail to _____